



Dated: 25/11/2017

CIRCULAR NO. 16/2017

Sub:- Swatch Bharath Abhiyan "**Smart Saturday**" Programme in the Forest Department.

Government of India have launched a massive "**Swatch Bharath Abhiyan**" programme to make our country green and clean. Several programmes have been launched in various states with an intention to improve the cleanliness in the country, a dream of father of our nation **Mahatma Gandhi**. In our state also, many programmes have been launched and the implementation of the same are being reviewed by Chief Secretary at regular intervals. As a department we can also contribute to the efforts being carried out in our state for making our state green & clean. The following suggestions are made for implementation with immediate effort.

- (1) Every Saturday afternoon will be observed as "**Smart Saturday**". All the staff involved will make all-round efforts for keeping their surroundings neat and clean by attending following and other necessary works.
- Weeding out all closed files and disposal of the same as per manual of office proceedings.
 - Keeping all the work stations, varanda, toilets, bath rooms and other places of utility neat and clean.
 - Attend all other hygiene operations like disposal of waste etc.
 - Removal of obnoxious weeds and replacing them with ornamental fruit and flowering plant species wherever there is scope.

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(2) In the Forest Headquarters a floor officer has to be nominated for each floor to oversee cleanliness operations. Similarly in all respective field offices down upto Range offices and forest stations in the department, an officer shall be nominated to oversee to cleanliness operations, who is answerable to Head of office on this special drive on cleanliness. **Addl. Prl. Chief Conservator of Forests (Admn) will provide required leadership on the implementation of "Smart Saturday" programme in the whole department including Forest Headquarters, Thiruvananthapuram.**

(3) Any expenditure approved by Head of office, on the cleanliness operations can be booked under the B.H.....

All sincere attempts in implementing special drive on cleanliness will be appreciated and suitably rewarded.

Sd/-

Head of Forest Force, Kerala.

Copy to all PCCFs & APCCFs. They are requested to offer their suggestions if any within two days.